Notes from PA Monthly Call
April 11, 2007

General Comments:

-Changes in Turbo file Requirements – Date of Birth field only needs to be MMDDYY format. Updated Instructions for all 3 types of Turbo files are now available by emailing cca@doa.virginia.gov . More information is available in Charge Card Bulletin 2007-004.

-Delay in SAM data for April cycle close – data files into SAM will be delayed after cycle close in April therefore make sure all scheduled reports and queries are run on Thursday April 19th or later to ensure all data is in the database. More information is available in Charge Card Bulletin 2007-004.

-Changes to GE Statements – Beginning with the statements run on April's cycle close, there will be an additional field displayed for transactions which is called Customer Code field. This will be where a vendor, if they are able to pass the data, will put the PCO number, PO Number or other invoice information. For more information please refer to the Charge Card Bulletin 2007-004.

-GE's Annual User's Conference – will be held in Park City Utah September 9th through September 13th. We have secured a limited number of rooms at \$132/night plus taxes which is the State's 150% maximum. If you are interested, please email Valerie.Smith@doa.virginia.gov to hold one of these rooms. As more information is released on the conference it will be forwarded on.

- Hotel Accommodations. You still must follow all other Policy related to Hotel accommodations in CAPP Topics 20335 and 20336 to be in compliance. By utilizing the PCard does not eliminate the need for proper authorizations and documentation to support the charges. If you need additional information on the PCard guidance issued please contact cca@doa.virginia.gov. If you need additional information on Hotel Accommodation policy, please contact gacct@doa.virginia.gov .

 - All food purchases on the PCard must comply as well to all other Policy to be in compliance related to proper documentation. For more information on required documentation on food purchases on the PCard or for payment by check/edi, please contact gacct@doa.virginia.gov.

-Upcoming Dates
     -May SAM Refresher 5/2/07 at 10am EST
     -May PA Call 5/9/07 at 10am EST

<u>Open Discussion :</u>

Q: VDEM: Where do I get more information about our internal policy for food purchases?
A: Contact General Accounting at gacct@doa.virginia.gov for further assistance.

Q: WJCC: How can I suspend a large group of cards for a period of time?
A: You can send an email to the GE CRR's at cov.crr@ge.com with the cardholder's name, last 6 digits of their card and the dates you want them to suspend the card and the date to re-open the card.

Q: VWCC: Do Closed cards ever go away from reports?
A: Closed accounts along with their transactions will always be in SAM for historical purposes, but you can set up a sub folder in SAM just for Closed cards and move any closed cards to that folder. By doing this on most reports you can select the folder you want the report to run on which will give you only your cards in the regular folder. Or if you are running a query, you can always add a search criterion which is Account Status Is Not Closed. This will give you all other Account Status types.